

# IMPLEMENTATION PLAN TO FULFILL THE C&SF PROJECT RESTUDY TEAM PARTNERSHIP AGREEMENT

## Purpose

The purpose of this implementation plan is to establish mechanisms by which the members of the C&SF Project Restudy Team can effectively participate in collaborative and mutually beneficial initiatives. The procedures prescribed herein will provide an effective approach to achieve this purpose. This agreement will help to foster relationships and establish lines of communication between the numerous organizations that are involved in this effort. It is not the intention of this agreement to replace, alter or change the duties or obligations required by existing agreements nor is it intended to alter the decision-making authorities or requirements imposed by statute, regulation or agency organization.

## Responsibilities

The following paragraphs identify actions necessary to fulfill the goals of this agreement. The italicized names designate the person/group responsible for that action.

**GOAL A. Maintain a positive partnership/team approach at all levels.**

### ACTION STEPS:

- (1) *Representatives of all agencies* will take the initiative to keep informed of study activities and review study progress.
- (2) An informal *Study Group*, created from member of the C&SF Project Restudy Team, will:
  - (a) consist of representation from each agency.
  - (b) facilitate the ability to meet and discuss policy issues in a timely manner at a lesser cost than mobilizing the entire C&SF Project Restudy Team.
  - (c) have the responsibility to coordinate within their organization and with other C&SF Project Restudy Team members.
- (3) The *Study Group* will:
  - (a) perform conflict resolution and/or designate a Conflict Resolution Committee.
  - (b) meet as needed to strategize.
  - (c) address staff-level management issues.
  - (d) recommend additional team-building and team strategy meetings as needed.
- (4) Individual task groups will be created as necessary to address specific issues for example:
  - (a) a Communication Task Group will be developed to perform action items in Goal C.
  - (b) an Information Exchange Task Group will be developed to perform action items in Goal D.

**SUCCESS CRITERIA:**

We will know we have achieved success when all agencies feel part of the solution.

**GOAL B. Establish a general problem-solving process.****ACTION STEPS:**

The *individual task group* and, when necessary, the *Conflict Resolution Committee* will:

1. define the problem in detail.
2. determine the scope of the problem.
3. obtain consensus from the Study Group on the problem and proposed course of action.
4. identify key agency/agencies needed to pursue or implement the solution.
5. secure management/agency "buy-in" to pursue/resolve issues.
6. coordinate efforts to resolve the problem.
7. document and communicate the problem resolution.
8. provide follow-up as needed.

**SUCCESS CRITERIA:**

We will know we have achieved success when we can quickly resolve all project delaying problems.

**GOAL C. Establish effective means of communication within and between partner agencies as well as others.****ACTION STEPS:**

The Communication Task Group will:

1. establish teleconferencing capability.
2. identify and procure optimal meeting locations.
3. establish a central meeting calendar.
4. develop a general format for conducting meetings.
5. develop and maintain an accurate, up-to-date C&SF Project Restudy Team member directory to identify agency points of contact, expertise and other information.
6. maintain a C&SF Project Restudy home page on the Internet.
7. provide input to the C&SF Project Restudy newsletters.
8. distribute memorandums of important meetings and events.

**SUCCESS CRITERIA:**

We will know we have achieved success when all team members are communicating fully and freely and have current knowledge of the status of the study progress and issues.

**GOAL D. Facilitate interagency information exchange.****ACTION STEPS:**

The Information Exchange Task Group will:

1. establish universal Internet access.
2. create electronic mail directories and mail groups.
3. distribute periodic progress reports.
4. coordinate geospatial data and systems.

**SUCCESS CRITERIA:**

We will know we have achieved success when our electronic systems are fully utilized by entire C&SF Project Restudy Team, well publicized, and easily accessible by others.

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